



CALIFORNIA DEPARTMENT OF

Mental Health

www.dmh.ca.gov

CONTINUOUS EXAMINATION

OPEN SPOT FOR COALINGA, METROPOLITAN, NAPA AND PATTON STATE HOSPITALS AND SALINAS VALLEY PSYCHIATRIC PROGRAM

MEDICAL TRANSCRIBER

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE

This is an open spot for the Department of Mental Health, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley Psychiatric Program. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**COALINGA STATE HOSPITAL
SELECTION SERVICES UNIT
P.O. BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120**

**METROPOLITAN STATE HOSPITAL
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 863-7011**

**NAPA STATE HOSPITAL
PERSONNEL OFFICE
2100 NAPA – VALLEJO HIGHWAY
NAPA, CA 94558-6293
(707) 253-5611**

**PATTON STATE HOSPITAL
HUMAN RESOURCES – EXAM/HIRING
3102 EAST HIGHLAND AVENUE
PATTON, CA 92369
(909) 425-7000 / TDD (909) 862-5730**

**SALINAS VALLEY PSYCHIATRIC PROGRAM
SELECTION SERVICES UNIT
P.O. BOX 1080
SOLEDAD, CA 93960
(831) 678-5500 EXT 7320**

California Relay for the hearing impaired:

From a TDD Phone (800) 735-2929

From a Voice Phone (800) 735-2922

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MEDICAL TRANSCRIBER

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Final Filing Date: Continuous

MEDICAL TRANSCRIBER

BULLETIN RELEASE DATE: 06/2010

FINAL FILE DATE	Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.
IDENTIFICATION REQUIRED	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
EXAMINATION DATES	Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.
SALARY RANGE	<p>\$2,589 - \$3,148</p> <p>The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.</p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;"><u>Either I</u></p> <p>In the California state service, one year of experience performing the duties of an Office Assistant (Typing), Range B.</p> <p style="text-align: center;"><u>Or II</u></p> <p>Two years of experience in typing and clerical work, at least one year of which shall have been in work of a medical nature requiring the transcription of dictation from a dictating machine on medical matters and the preparation of a wide variety of medical records and reports.</p>
SPECIAL PERSONAL CHARACTERISTICS	A demonstrated interest in assuming increasing responsibility.
POSITION DESCRIPTION	Under general supervision, incumbents serve in a secretarial capacity to a physician or in a clerical pool to do medical transcribing using a wide variety of technical medical terms, abbreviations, and reports of average difficulty.
POSITION LOCATION(S)	Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley Psychiatric Program.
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p><i>Candidates who do not appear for the interview will be disqualified.</i></p>
EXAMINATION SCOPE	<p style="text-align: center;">Qualifications Appraisal – Weighted 100%</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Office procedures (e.g., filing, receiving, directing, routing, auditing, storing, etc.) related to mental health services to routinely and appropriately perform assigned duties.

**EXAMINATION SCOPE
(Continued)**

2. Office supplies and equipment (e.g., transcribing systems, word processor, photocopier, fax, multi-line telephone, etc.) related to mental health services to routinely and appropriately perform assigned duties.
3. Technical medical terminologies including anatomy, physiology, pharmacology, and psychology/psychiatry and abbreviations in order to accurately translate spoken words into written form.
4. Various medical forms and reports (e.g., chronos, history and physicals, consultations, progress notes, etc.) to ensure appropriate documentation and processing.
5. Business English and correspondence to provide clear and accurate communication and documentation of patient care.

Skill to:

1. Accurately type from recorded dictation, rough draft, etc., in order to efficiently transcribe medical reports, correspondence and other data.
2. Spell and define words correctly in order to provide clear and accurately transcribed medical reports, correspondence, and other data.
3. Read and write English at a level conducive to successful job performance to understand and/or provide clear and accurately transcribed medical reports, correspondence, and other data.
4. Perform basic arithmetical computations to understand and/or provide clear and accurately transcribed medical reports, correspondence, and other data.
5. Follow oral and written directions to understand and/or provide clear and accurately transcribed medical reports, correspondence, and other data.
6. Evaluate situations in order to recommend and/or take an appropriate course of action.
7. Perform clerical duties (e.g., receiving, directing, storing, auditing, routing, etc.) related to mental health services in order to routinely and appropriately complete assigned duties.
8. Accurately transcribe difficult dictation involving a variety of medical specialties to provide clear and accurate medical reports, correspondence, and other data.
9. Operate equipment (e.g., word processor, Lanier or Dictaphone systems, audio tapes, etc.) related to transcription functions in order to provide clear and accurate medical reports, correspondence, and other data.
10. Accurately type from medical manuscript, rough draft, or typewritten material, etc. in order to efficiently transcribe medical reports, correspondence and other data.
11. Utilize various types of electronic information systems used by the department to accurately identify and distribute mental health information.
12. Organize and prioritize assignments in order to achieve effective work methods and ensure efficiency.

**ELIGIBLE LIST
INFORMATION**

Departmental open eligible lists will be established for the Department of Mental Health, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley Psychiatric Program. The eligible lists will be used to fill vacancies at Coalinga, Metropolitan, Napa, and Patton State Hospitals and Salinas Valley Psychiatric Program. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922